

**RESOLUTION INTRODUCING LOCAL LAW AND CALLING A PUBLIC HEARING**

**WHEREAS**, the Town Board of the Town of Farmington, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law to override the tax levy limit established in General Municipal Law §3-c; and

**WHEREAS**, the Town Board of the Town of Farmington has reviewed the draft of the aforementioned proposed Local Law attached hereto as Exhibit "1" and deems it in the best interests of the Town of Farmington to proceed in accordance with the Code of the Town of Farmington and the Laws of the State of New York in adopting said Local Law,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on January 28, 2020, at 7:00 p.m. at the Farmington Town Hall, 1000 County Road 8, Farmington, New York; and be it further

**RESOLVED**, that the Town Clerk, be and hereby is, authorized to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

**RESOLVED**, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Farmington sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Farmington for its consideration; and be it further

**RESOLVED**, that the Town Clerk be, and hereby is, authorized to provide all other notices as required by law for the adoption of this local law.

I, Michelle Finley, Town Clerk of the Town of Farmington do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Farmington on \_\_\_\_\_, 2020, by the following vote:

	<u>Aye</u>	<u>Nay</u>
Peter Ingalsbe	_____	_____
Michael Casale	_____	_____
Steven Holtz	_____	_____
Ronald Herendeen	_____	_____
Nathan Bowerman	_____	_____

Dated: \_\_\_\_\_, 2020

\_\_\_\_\_  
Michelle Finley, Town Clerk

SEAL

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION ADOPTING THE RULES OF PROCEDURE FOR 2020**

WHEREAS, the Farmington Town Board follows the Town's Rules of Procedure last revised in January 2017. and

WHEREAS, the Rules dictate the creation of special committees, the order of business conducted at meetings, agendas, votes, layovers and more, and

RESOLVED the Farmington Town Board adopts the 2020 Rules of Procedure and be it further

RESOLVED, that copies of the Rules (Appendix A) be posted on the bulletin board near the Town Hall entrance as well as in the conference and meeting rooms.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION ADOPTING THE PURCHASING PROCEDURES FOR 2020**

WHEREAS, the Town Board adheres to the Purchasing Procedures that were last revised in December 2018, now be it

RESOLVED the Farmington Town Board adopts the 2020 Purchasing Procedures and be it further

RESOLVED, that copies of the purchasing procedures (Appendix B) be provided to the Supervisor, the Principal Account Clerk, the Water & Sewer Superintendent, the Highway Superintendent, the Code Enforcement Office, the Assessor, the Town Clerk and Town Court.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION DESIGNATING MRB GROUP AS THE TOWN ENGINEERING FIRM FOR 2020 AND AUTHORIZING THE SUPERVISOR TO ENTER INTO A CONTRACT WITH THEM**

WHEREAS, the Town of Farmington has received the Standard Hourly Rate Schedule for 2020 from MRB Group, therefore be it

RESOLVED the Farmington Town Board accepts the Standard Hourly Rate Schedule for 2020 from MRB Group (Appendix C), and be it further

RESOLVED, that the Town Clerk provide copies of this resolution to the Principal Account Clerk and the Town Supervisor.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**Canandaigua-Farmington Consolidated Water District  
Service Charges - 2020**

**WHEREAS**, the Service Charges are established from time to time by the Town Boards for the Canandaigua-Farmington Water Districts and extensions thereof.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Farmington acting on behalf of the Canandaigua-Farmington Water District hereby establishes the Service Charges per the Service Charge Schedule for 2020 (Appendix D).

**BE IT FURTHER RESOLVED**, that the CFWD Service Charges be added to the Town Fee Schedule for 2020, and

**BE IT FINALLY RESOLVED**, that all Service Charge Rates shall be on file with the Town Clerk's office.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**Canandaigua-Farmington Consolidated Water District  
Water Rates – 2020**

**WHEREAS**, the Water Rates are established from time to time by the Town Boards for the Canandaigua-Farmington Water Districts and extensions thereof, and

**WHEREAS**, the Town Board of Farmington acting on behalf of the Canandaigua-Farmington Water District hereby keeps the Water Rates per the Rate Schedule for 2020 (Appendix E).

**BE IT FURTHER RESOLVED**, that the CFWD Water Rates be added to the Town Fee Schedule for 2020, and

**BE IT FINALLY RESOLVED**, that all Rates shall be in effect for 2020 subject to any rate increase from the City of Canandaigua and shall be on file with the Town Clerk's office.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION DESIGNATING THE OFFICIAL LETTERHEAD FOR THE TOWN OF FARMINGTON**

WHEREAS, the Farmington Town Board recognizes the importance of consistency and formality in written correspondence from the town to outside entities and individuals, therefore be it

RESOLVED, the Farmington Town Board designates the attached document the official town letterhead to be used on all outside correspondence from all town departments, and therefore be it

RESOLVED, that town employees use memorandum letterhead for all inter-office written communications and, therefore be it

RESOLVED that the Town Clerk forward a copy of this resolution to all department heads and the Confidential Secretary to the Supervisor will forward an electronic version of the letterhead to all departments.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION APPOINTING RONALD BRAND AS DIRECTOR OF DEVELOPMENT FOR THE TOWN FOR 2020**

WHEREAS, Ronald Brand's (DBA RLB Planning Group) term as the Town's Director of Development expired on December 31, 2019, therefore be it

RESOLVED, that the Town Board reappoint Mr. Brand to another one-year term as the Town's Director of Development as outlined in the attached contract, to expire December 31, 2020, and be it further

RESOLVED, that the Town Board appoints Mr. Brand as the Director of Planning and Development at a billed hourly rate of \$44.87, at a cost not to exceed \$77,469.00. Hours billed for zoning code updates, zoning amendments and town comprehensive plan not to exceed \$22,000.00.

RESOLVED that the Town Clerk forward a copy of this resolution to Mr. Brand and the Supervisor's Secretary.



Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Nathan Bowerman</b>				
Councilman <b>Ronald Herendeen</b>				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON PETTY CASH  
POLICY FOR 2020**

**Whereas**, a Petty Cash Policy has been established to improve internal controls and ensure procurement policies and procedures are followed,

**Resolved**, that the Petty Cash Policy (Appendix G) be approved, and, be it further

**Fully Resolved**, that the Town Clerk of the Town of Farmington forward copies of this resolution to Principal Account Clerk, the Water and Sewer Superintendent, the Highway Superintendent, the Town Court and the Town Clerk Office.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION APPROVING THE CASH MANAGEMENT AND INVESTMENT  
POLICY FOR 2020**

WHEREAS, the Farmington Town Board adheres to a Cash Management and Investment Policy to minimize risk, ensure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return, now be it

RESOLVED, the Farmington Town Board adopts the Cash Management and Investment Policy for 2020 (Appendix H), and be it further

RESOLVED, that the Town Clerk forward a copy of the agreement to the Principal Account Clerk.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION ADOPTING THE HIGHWAY FEE SCHEDULE FOR 2020**

**WHEREAS**, the Highway/Parks Superintendent has submitted the Highway Fee Schedule for 2020, and

**WHEREAS**, the Town Board of Farmington hereby adopts the Highway Fee Schedule additions per the Rate Schedule for 2020 (Appendix I), now therefore

**BE IT FURTHER RESOLVED**, that the Highway Fee Schedule be added to the Town Fee Schedule for 2020, and

**BE IT FINALLY RESOLVED**, that all Rates shall be in effect for 2020 and shall be on file with the Town Clerk's office.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Nathan Bowerman</b>				
Councilman <b>Ronald Herendeen</b>				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FUND BALANCE  
POLICY FOR 2020**

**Whereas**, a Fund Balance Policy has been established to ensure that there will be adequate liquid resources to serve as a financial cushion

**Resolved**, that the Fund Balance Policy (Appendix J) be approved, and, be it further

**Fully Resolved**, that the Town Clerk of the Town of Farmington forward copies of this resolution to Principal Account Clerk.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Nathan Bowerman</b>				
Councilman <b>Ronald Herendeen</b>				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON ON-LINE BANKING  
POLICY FOR 2020**

**Whereas**, an On-Line Banking Policy has been established to improve internal controls

**Resolved**, that the On-Line Banking Policy (Appendix K) be approved, and, be it further

**Fully Resolved**, that the Town Clerk of the Town of Farmington forward copies of this resolution to Principal Account Clerk.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Ronald Herendeen</b>				
Councilman <b>Nathan Bowerman</b>				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON FEE  
SCHEDULE FOR 2020**

**WHEREAS**, the Fee Schedule was distributed to Department Heads for review and changes, and

**WHEREAS**, changes were made to Highway Equipment/Labor Rates, CFWD Water Rates and other Building Department Fees, and

**WHEREAS**, Town Operations reviewed said changes and has approved the Fee Schedule, now therefore

**BE IT RESOLVED**, that the Town Board hereby adopts the Fee Schedule for 2020 (Appendix L) with changes listed above effective January 7, 2020, and

**BE IT FINALLY RESOLVED**, that the Town Clerk provide copies to the Highway Superintendent, the Water & Sewer Superintendent, the Recreation Director, the Building Department, the Supervisor and the Principal Account Clerk and update fee schedule on the Town's website.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption:

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Mr. Ingalsbe</b>				
Councilman <b>Mr. Holtz</b>				
Councilman <b>Dr. Casale</b>				
Councilman <b>Mr. Herendeen</b>				
Councilman <b>Mr. Bowerman</b>				
Total				

**RESOLUTION ADOPTING THE TOWN OF FARMINGTON COMPUTER POLICY  
AND DISASTER RECOVERY PLAN FOR 2020**

WHEREAS, the Farmington Town Board follows the Town's Computer Policy and Disaster Recovery Plan revised in October 2017, now therefore be it

RESOLVED the Farmington Town Board adopts the 2020 Town of Farmington Computer Policy and Disaster Recovery Plan (Appendix M), and be it further

RESOLVED, that the Town Clerk provide copies of this resolution and Policy to the Principal Account Clerk, the Confidential Secretary, the Highway Superintendent, the W&S Superintendent, the Building Department and Town Court.

Resolution No. \_\_\_\_\_ of 2020

**THE TOWN OF FARMINGTON  
TOWN BOARD**

Roll Call Vote

The following was presented

By \_\_\_\_\_

Sec'd by \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Names	Ayes	Nays	Abstain	Absent
Supervisor <b>Peter Ingalsbe</b>				
Councilman <b>Steven Holtz</b>				
Councilman <b>Michael Casale</b>				
Councilman <b>Nathan Bowerman</b>				
Councilman <b>Ronald Herendeen</b>				
Total				

**RESOLUTION APPROVING THE TOWN OF FARMINGTON CREDIT CARD  
POLICY.**

**Whereas**, the Credit Card Policy was updated in January 2020 to include all employees currently assigned a credit card, now therefore be it

**Resolved**, that the attached Credit Card Policy (Appendix N) be approved, and, be it further

**Resolved**, that all credit card holders will sign and agree to the Credit Card Policy,

**Fully Resolved**, that the Town Clerk of the Town of Farmington forward copies of this resolution to Principal Account Clerk.